



Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 14-75A**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: Aircrew Flight Equipment Craftsman	AFSC: 1P0X1	OPEN DATE: 2 JUNE 2014	CLOSE DATE: 1 JULY 2014
UNIT OF ACTIVITY/DUTY LOCATION: 168 th Operations Support Squadron, Eielson Air Force Base, Alaska		GRADE REQUIREMENT: Minimum: E5 (CHANGE) Maximum: E7	
SELECTING SUPERVISOR: SMSgt Paul	VACANCY: 0955259	PHYSICAL PROFILE: PULHES – 222221	

AREAS OF CONSIDERATION

Area 1 On Board AKANG AGR (**ANY AFSC**)

Area 2 Alaska Air National Guard members (**ANY AFSC**)

Area 3 Nationwide (Military members eligible for membership in the AKANG (**ANY AFSC**) (**CHANGE**))

All applicants MUST meet the grade requirement and physical/medical requirements outlined

MAJOR DUTIES MAY INCLUDE

- Manage, perform, and schedule inspections, maintenance, and adjustments of assigned aircrew flight equipment (AFE), aircrew chemical defense equipment (ACDE), and associated supplies, and inventories assets
- Prepare, maintain, and monitor AFE operations. Disassemble, assemble, inspect, fabricate, clean, repair, and pack aerospace weapon system components such as protective clothing, flotation equipment, emergency evacuation systems, and parachutes
- Prepare for response to use of chemical, biological, radiological, and nuclear weapons contamination and conduct contamination control area processing
- Inspect, maintain, pack and adjust aircrew flight equipment such as flight helmets, oxygen masks, parachutes, flotation devices, survival kits, helmet mounted devices, aircrew night vision and other ocular systems, anti-G garments, aircrew eye and respiratory protective equipment, chemical biological protective oxygen masks and coveralls, and other types of AFE and aircrew chemical defense systems
- Repair fabric and rubber components, including protective clothing, thermal radiation barriers, flotation equipment, and various parachutes
- Evaluate problems and determine feasibility of repair or replacement related to inspecting and repairing fabric, rubber equipment, and parachutes
- Evaluate work orders for fabrication of authorized items
- Install and remove aircraft-installed AFE. Use various types of test equipment such as altimeters, oxygen testers, leakage testers, radio testers, and other types of testers to conduct reliability testing on AFE and ACDE. Maintain inspection and accountability documentation on AFE issued to aircrews or prepositioned on aircraft
- Operate, maintain, and inspect AFE machinery, test equipment, and tools. Perform operator maintenance and service inspections on shop equipment
- Store, handle, use, and dispose of hazardous waste and materials based on environmental standards
- Control, issue, and safeguard aircrew side arms, and ammunition. Ensure proper safety procedures are followed
- Maintain applicable weapons qualification. Operate aircrew armories and inspects aircrew side arms as required
- Requisition, store, forecast, handle, and transports ammunition, aircrew survival pyrotechnic devices, and other explosives such as releases, cutters, and signaling devices
- Conduct aircrew continuation training; instruct aircrews on equipment use, operation, and capabilities
- Conduct aircrew chemical defense equipment training; instructs aircrew on ACDE donning, doffing, and decontaminating procedures
- Provide or assist in training aircrew techniques such as evasion procedures, emergency egress, post ejection/bailout descent procedures, combat survival procedures, environmental hazards, and other survival actions. Plan, direct, organize, and evaluate AFE operational aspects. Maintain associated databases to ensure equipment accountability
- Establish performance standards, improves work methods, and advises on inspection, repair, and repack of aircrew flight equipment
- Ensure serviceability based on required specifications and technical publications
- Evaluate problems and determine feasibility of repair or replacement related to inspecting and repairing fabric, rubber equipment, and parachutes
- Prepare checklists and operating instructions for AFE activities. Develop lesson plan for aircrew training, safety, and other required programs
- Assign, train, and prepare AFE personnel for deployment. Procures, maintains, stores, and prepares equipment for deployment
- Input, maintain, and review data for status of resources and training system (SORTS)
- Determine facilities, funding, and mobility of AFE assets to support unit taskings. Develop and submit budget requirements. Requisition AFE and supplies
- Maintain custodial files for accounts such as supply and equipment, munitions, and test, measurement and diagnostic equipment
- Obtain assistance from other agencies to support AFE
- Manage unit and staff agency AFE programs. Provide unit and staff agency assistance to subordinate units to ensure AFE planning and training have been accomplished, and AFE directives are being followed. Conduct quality assurance inspections to ensure compliance with policies and directives
- Identify and document equipment and personnel training discrepancies and recommends corrective action
- Evaluate and critiques AFE instructors' effectiveness, and ensures presentations are accurate and current
- Advise and assist agencies whose functions affect AFE activities. Evaluate data involving equipment development and sustainment and resolves AFE problems
- Conduct aircraft mishap safety investigations and analysis where AFE involved. Establish, coordinate, and distribute exposure and contamination control procedures
- Monitor associated requirements and procedures. Ensure assigned personnel take safety precautions. Prepare wartime and contingency response plans
- Coordinate actions to continue or restore vital functions and operations. Supervise contamination control operations teams
- Prepare AFE annexes, appendices, supplements, and other supporting documents to support operations plans
- Serve in survival recovery center; advise leadership on mission impact and recovery activities following an attack; coordinates aircrew contamination control area requirements
- Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- APTITUDE REQUIREMENT – MECHANICAL - 40
- SECURITY CLEARANCE – **Secret (eligible to obtain)**
- STRENGTH APTITUDE - Demonstrated by weight lift of 60 LBS
- Must possess a valid state driver's license to operate government motor vehicles in accordance with AFI 24-301, *Vehicle Operations*
- Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*
- Ability to speak clearly and distinctly.
- Visual acuity correctable to 20/20
- No record of claustrophobia or claustrophobic tendencies
- Qualification to bear firearms according to AFI 31-117, *Arming and Use of Force by Air Force Personnel*
- AFSC not open to non-United States Citizens. AFSC identified is open to United States nationals
- **Upon selection, approval of Exceptional Family Member Program is Required for members with dependents**

See page 3 for Preferred Qualifications and All Required Documents for Considerations

!!! IMPORTANT NOTICE!!!

Applications will be screened AFTER the job closing date, not prior. Please review your application for accuracy prior to and compliance prior to submission to JFHQ-AK/HRO.

**** SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, DON'T WAIT UNTIL THE CLOSE DATE TO SUBMIT****

Application packages will not be accepted after the advertised Close Date.

It is extremely important to follow the application instructions contained in the job announcement.

IMPORTANT NOTES:

Due to the volume of application packages received, packages received within 4 duty days of the close date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittal of any missing requirements after the close date will NOT be accepted. Questions pertaining to application requirements should be referred to JFHQ-AK/HRO. Only JFHQ-AK/HRO will determine qualification/disqualification.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is the applicant's responsibility to ensure the submitted MPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

APPLICATION REMINDERS:

All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applications must be complete upon initial receipt, in 1 single PDF package with **NO** blank pages emailed to AKNG-Apply@mail.mil, please refer to FAQs below to assist further.

Safe Access File Exchange (SAFE) is designed to provide [AMRDEC](https://safe.amrdec.army.mil) and its customers an alternative way to send files other than email. SAFE supports file sizes up to **2GB**. (<https://safe.amrdec.army.mil>)

Alaska National Guard Human Resources Office will notify candidates whose application is not complete and/or disqualified via the email address provided on the resume.

FREQUENTLY ASKED QUESTIONS (FAQ):

Q: How do I create one PDF file when some documents have electronic signatures?

A: Print all documents and scan as one document. Ensure that blank pages are no included in final PDF prior to sending to application.

Q: If I feel I am qualified for a vacancy, but do not have all required criteria in the advertisement, will I be considered for the position?

A: No. HRO contains criteria and application procedures unique to a specific position. Criteria vary with each advertised position; however, all positions require eligibility for AKANG membership, certain experience and grade requirements. Do not submit a package unless all requirements are met.

Q: If I want to apply for more than one position, can I send one package for all?

A: No. Separate packages are required for each position.

Q: What does "Immediately promotable" mean?

A: Immediately promotable means that all requirements; Current Rank, Time in Grade, Time in Service, PME, etc. have been completed for advancement to the next higher grade. Refer to ANGI 36-2502 for Airman, ANGI 36-2504 for officers.

Q: May I find out who or how many others applied for the position?

A: No. We will not release any information on any applicant.

Q: How do I pull my vMPF RIP?

A: Log into the AF Portal. Select "virtual MPF" under Top Links (left hand side of home page). Click on "Record Review/Update" (lower left corner). Click on "View/Print All Pages".

Q: Do I need to submit an AF Form 422 with PULHES?

A: Yes. An AF Form 422 must be submitted with ALL applications. If an AF Form 422 is not available for some reason, a World Wide Duty Statement can be in replacement of your AF Form 422.

Q: How will I be notified if I am selected?

A: Official notifications will be made from the selecting supervisor. All notifications are accomplished via email or telephone to the addresses or phone numbers you provided. Do not take any action that will obligate you or the government on the assumption that you will be selected. This includes selling your home, quitting your job, etc. You are not considered "hired" until you have published orders in hand.

Q: How long would my AGR tour be?

A: As appropriate, members will be advised of the tour length when/if selected for a position prior to acceptance.

PREFERRED QUALIFICATIONS

- Knowledge is mandatory of: AFE inspection and maintenance procedures; parachute construction; temperature and humidity effects on parachutes and other fabrics; characteristics of rubberized items; solvent, heat, and pressure effects on rubber; proper handling, use, and disposal of hazardous waste, materials, and pyrotechnics; aircrew flight and chemical defense equipment inspections, fitting, and maintenance procedures; supply procedures; principles of contamination control; related technical information, policies, procedures, techniques, and equipment; contingency planning, training, operations, equipment supply procedures, directives and policy; and conducting aircrew continuation and aircrew chemical defense training
- Experience in equipment inspections, and instructing aircrews in continuation training and aircrew chemical defense procedures
- Experience supervising and performing functions such as inspections, quality assurance, specialist training programs, and aircrew instruction

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
AGRs must have 12 months in assigned position or will not be considered for reassignment. <i>IAW ANGI 36-101. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.</i>	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."		

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to AKNG-Apply@mail.mil. Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 1-11 are required by the Human Resource Office to determine initial qualifications.* If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position **dated 20131111** (Available on <http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 6 months)
5. Statement confirming applicant meets All Initial Eligibility Requirements (Available on <http://dmva.alaska.gov/employment.htm>)
6. Cover Letter & Resume (OPTIONAL)
7. Copy of CURRENT VALID driver's license
8. Copy of CURENT DD Form 2760
9. Last 3 Enlisted Performance Evaluations (If applicable)
10. CURRENT AGR/Mobility/ADSW Orders (If applicable)
11. Signed Statement of Agreement to Retrain (if applicant does not possess AFSC) (Available on <http://dmva.alaska.gov/employment.htm>)
12. Signed Statement of Administrative demotion (If applicable) (Available on <http://dmva.alaska.gov/employment.htm>)
13. Letters of Recommendation will be accepted

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF file with **NO** blank pages.

PDF File Name should be: (Position Announcement Number) Last name, First name, Grade (Example: **ANG 14-75 Doe, Jane E1**)

Email Subject should be: (Position Announcement Number) (Example: **ANG 14-75**)

Email Application Package to AKNG-Apply@mail.mil

QUESTIONS:

To verify receipt of application, you may call 907-428-6452 (DSN 317-384-4452)

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.